

Role Description

Paralegal

Portfolio	Premier
Agency	Law Enforcement Conduct Commission
Division/Team	Legal Services
Location	Sydney CBD
Classification	Legal Officer Grade I
Kind of Employment	Temporary
ANZSCO Code	599214
PCAT Code	1339192
Date of Approval	October 2023

Department/Agency overview

The Law Enforcement Conduct Commission (LECC) is an independent body exercising royal commission powers to detect, investigate and expose serious misconduct within the NSW Police Force and the NSW Crime Commission. The LECC also independently monitors and reviews the investigation of complaints by the NSW Police Force and the NSW Crime Commission about the conduct of their officers. In doing so the LECC recognises the primary responsibility of those agencies to investigate and prevent officer misconduct and corruption within those agencies, while providing for oversight of those functions.

The LECC works collaboratively with the NSW Police Force and the NSW Crime Commission to educate and promote the prevention and elimination of officer misconduct, particularly through the identification of systemic issues that are likely to be conducive to the occurrence of officer misconduct and corruption. The LECC also undertakes independent, real time monitoring of critical incident investigations undertaken by the NSW Police Force, and can make reports on the conduct of critical incident investigations by the NSW Police Force.

The LECC plays a key role in strengthening the integrity of law enforcement in NSW.

Primary purpose of the role

Provides research and assistance as required to assist in the delivery of legal services to the LECC. The role provides support to the Manager Legal, Lawyers and other stakeholders in the conduct of the investigations and the preparation for and conduct of LECC hearings.

Key accountabilities

- Conduct legal research and analysis using internal and external databases.
- Assists with the drafting of clear and concise legal advice and correspondence.
- Draft and review legal process relevant to the conduct of investigations.
- Identify and collate relevant holdings and provide advice about release of LECC holdings.
- Prepare integrity reports in relation to former and serving members of the NSW Police Force.
- Provide hearing room support and maintain registers of exhibits and orders made in LECC hearings.
- Contribute to the preparation and drafting of reports to Parliament and briefs of evidence for submission to the DPP.
- Assist with the external liaison where appropriate with witnesses, legal representatives and officers from other agencies.

- Respond to formal and informal requests for information including court subpoenas and applications under relevant legislation.

Key challenges

- Managing a diverse workload and ensuring deadlines are met, particularly during intense periods such as the preparation for hearings and the preparation of integrity reports.
- Assisting the Legal Officer and the Lawyers with the smooth integration of the various elements of the LECC's legal services which are necessary for the effective conduct of the LECC's hearings and reporting functions.
- Maintaining current knowledge in relevant areas of law.

Key relationships

Who	Why
Internal	
LECC Lawyer	• Setting of priorities • Progress of day to day work
LECC employees	• Provide assistance and support • Seek and receive advice relating to legal services
Investigations team	• Provide assistance and support
External	
Counsel assisting	• Provide and receive instruction and assistance
Other like Agencies (NSW Ombudsman's Office, ICAC)	• Legal services related purposes • Share and exchange information
NSW Police	• Integrity check related information

Role dimensions

Decision making

The Paralegal operates under supervision of the Manager Legal. Work conducted is subject to review and accuracy checks prior to release internally or externally. The role makes some decisions regarding conduct of research including determining methods and approaches. The role is required to apply logic, initiative, knowledge and sound judgement in the exercise of daily duties.

The role refers decisions requiring or resulting in significant change to outcomes or timeframes to the Manager Legal.

The LECC has a range of powers it may use (for example, coercive examination powers) in relation to its statutory responsibilities. Officers of the LEC must be aware of those powers and ensure they are only utilised where permitted, appropriate and authorised.

Reporting line

This position reports directly to the Manager Legal.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- A probity assessment to establish reliability, trustworthiness, integrity and suitability of employment. In addition, Paralegals are also required to obtain and retain a commonwealth security clearance. The Paralegal requires a security clearance at the NV1 level.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees.

Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

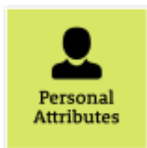
Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate

	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Capability group/sets	Capability name	Behavioural indicators	Level
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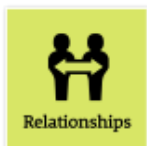


Act with Integrity

Be ethical and professional, and uphold and promote the public sector values

- Represent the organisation in an honest, ethical and professional way and encourage others to do so
- Act professionally and support a culture of integrity
- Identify and explain ethical issues and set an example for others to follow
- Ensure that others are aware of and understand the legislation and policy framework within which they operate
- Act to prevent and report misconduct and illegal and inappropriate behaviour

Adept

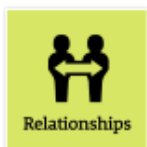


Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Tailor communication to diverse audiences
- Clearly explain complex concepts and arguments to individuals and groups
- Create opportunities for others to be heard, listen attentively and encourage them to express their views
- Share information across teams and units to enable informed decision making
- Write fluently in plain English and in a range of styles and formats
- Use contemporary communication channels to share information, engage and interact with diverse audiences

Adept



Work Collaboratively

Collaborate with others and value their contribution

- Build a supportive and cooperative team environment
- Share information and learning across teams
- Acknowledge outcomes that were achieved by effective collaboration
- Engage other teams and units to share information and jointly solve issues and problems
- Support others in challenging situations
- Use collaboration tools, including digital technologies, to work with others

Intermediate

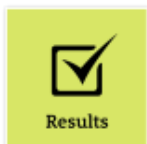


Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept



Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Be proactive in taking responsibility and being accountable for own actions
- Understand delegations and act within authority levels
- Identify and follow safe work practices, and be vigilant about own and others' application of these processes
- Be aware of risks and act on or escalate risks, as appropriate
- Use financial and other resources responsibly

Intermediate



Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Identify opportunities to use a broad range of technologies to collaborate
- Monitor compliance with cyber security and the use of technology policies
- Identify ways to maximise the value of available technology to achieve business strategies and outcomes
- Monitor compliance with the organisation's records, information and knowledge management requirements

Adept